

MANAGEMENT MEMORANDUM TO CHP COMMANDERS

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Management Memorandum

No. 99-160

(Expires: 3-30-00)

September 30, 1999

TO: ALL COMMANDERS

ENFORCEMENT/MOTORIST CONTACT DATA COLLECTION

This Management Memorandum supersedes Management Memorandum 99-152, Enforcement Contact Data Collection, dated September 21, 1999. On July 1, 1999, the Department began collecting race, gender and age data from motorist contacts. Effective **October 1, 1999**, the Department will also collect result and vehicle search data from all motorist contacts. MM 99-160 reiterates previously published policy and requires an additional data field to be collected, for a total of five data fields to be collected on the modified CHP 415, Daily Field Record.

1. POLICY

a. A separate CHP 415 shall be maintained for capturing ethnicity data. Side 2 of the CHP 415 shall be left blank. On Side 1, the column headings "Start Time", "Elapsed Time", "Beat", and "Activity/Comments" shall be lined out and replaced with column headings of "Race", "Sex", "Age", "Result", and "Search." An entry shall be made for each motorist contact. Attachment A contains an example of a modified CHP 415 with one sample entry.

b. A separate MIS Menu Screen has been developed to facilitate collection of the motorist contact data. From the blank MIS screen type "ESTAT" and transmit or select "ESTAT" from the mask menu screen. The enforcement contact data collection screen will appear.

c. Enter the three-digit Area location code and date of data entry (even if it differs from the date the modified CHP 415 was submitted). Eighteen data entry lines are available per screen. Each screen may be completely filled before transmitting and obtaining a new blank screen or each screen may be transmitted after entering data from each modified CHP 415. If desired, Areas may capture this data by printing the data entry screen before transmitting.

2. DEFINITIONS

a. Race - Officers shall use their judgment to determine the subject's race by personal observation only. Only one of the following five categories are to be used. Officers shall enter either B, W, H, A, or O in the Race column.

B = Black/African American
W = White/Caucasian
H = Hispanic
A = Asian
O = Other

b. Sex and Age - Officers shall make their determination based on personal observation or information obtained from the subject's driver license or other identification.

c. Result - Officers shall indicate the results of the motorist contact by entering one of the following numbers into the Result column.

- 1 = In-Custody Arrest
- 2 = CHP 215, Notice to Appear
- 3 = CHP 281, Notice to Correct Violation
- 4 = Verbal Warning
- 5 = Public/Motorist Service

Only one category shall be used per contact. For example, even though a CHP 215 is issued as a result of an in-custody arrest, only the number 1 is entered in the result column.

d. Search - Officers shall indicate whether a vehicle was searched during the motorist contact. A Y or N shall be entered in the Search column for each contact. For the purposes of this data field, vehicle search does not include:

- A vehicle inventory search conducted for the expressed purpose of inventorying and safeguarding the property of the vehicle's owner.
- A vehicle searched incidental to a lawful arrest.
- A vehicle search pursuant to a lawful search warrant.

As a result, an N shall be entered when one of the above vehicle searches are conducted.

Should you have any questions regarding this Management Memorandum, contact the Office of Research and Planning at (916) 657-7237 or CALNET 437-7237.

OFFICE OF THE COMMISSIONER

ATTACHMENT

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